



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

MEMORANDUM

DATE: April 14 2015 **CCPC HO Memo #15-09**

TO: Health Officers
CRF Cancer Program Directors, Coordinators and Staff
SAHC CRF Program Directors, Coordinators, and Staff

FROM: Cindy Domingo, Program Manager
Cigarette Restitution Fund Programs Unit, Center for Cancer Prevention and Control

RE: Teleconference: Patient Navigation Training– Wednesday, April 15, 2015

Attached is the agenda for the Teleconference on **Wednesday, April 15, 2015**, from 10:00 -12:00 p.m.

PLEASE GO SLOWLY AND FOLLOW THE PROMPTS

Dial in to the following “**Meeting Place**” dial in number: **410-225-5300**

Give the following **Meeting ID Number: 3106#**

When entering the Meeting ID Number, follow by the # sign.

If there are problems, we will send out an e-mail notifying you about what is happening, so please check your e-mail. If you have any trouble dialing into the audio-conference call, contact DHMH Teleconference Services at (410) 767-5108. A staff member will assist you in your connection to the audio-conference.

Please avoid calling in from a cellular device. If you are unable to participate via a landline, all cellular devices must be muted to prevent feedback that makes portions of the call inaudible to all. **Please turn your phone to MUTE** unless asking a question at the teleconference. You may connect into the conference call **as early as 9:55 AM, NOT SOONER, PLEASE.**

Attachment (E-mailed to Health Officers and CRF/CPEST Program Directors/Coordinators)
cc: D. Gugel
D. Shell
M. Spencer
S. Hokenmaier/ C. Lewis

The information contained in this transmission is private. It may also be legally privileged and/or confidential information of the sender or a third party, authorized only for the use of the intended recipient. If you are not the intended recipient, any use, disclosure, distribution, or copying of this transmission is strictly prohibited. If you have received this message in error, please return the original message and notify the sender immediately.

CRF-Cancer Prevention Education Screening and Treatment Teleconference
DHMH Center for Cancer Prevention and Control
Wednesday, April 15, 2015, 10:00 AM-12:00 PM

Conference Call Procedures

- A. Dial in to the following “Meeting Place” dial in number: 410-225-5300 / Meeting ID Number: 3106# - Call in no sooner than 9:55 a.m.**
- B. Please avoid calling in from a cellular device.** If you are unable to participate via a landline, all cellular devices must be muted to prevent feedback that makes portions of the call inaudible to all.
- C. Please turn your phone to MUTE** unless asking a question at the teleconference.
#5 can be used from your cellular and land lines to **MUTE** your phone once you have called in. To **UNMUTE**, hit #5 again.
- D. Please do not place call on hold** if you must step away briefly, or we will hear your music.

Note: The Program staff is encouraged to listen and participate on the Monthly CRF-CPEST Teleconferences. The current URL for the announcements and agendas of the teleconferences and other health officer memos is: <http://phpa.dhmdh.maryland.gov/cancer/SitePages/homemos.aspx>.

Agenda

1. Administrative Updates and Reminders- Cindy Domingo

- **Grant Application for FY16 -** We are currently working on the updates to the FY16 Grant and expect to have the instructions sent to programs in the first week of May.
- **Budget Modifications :** The Budget Modification deadline for submission was March 15, 2015. Request for revisions may have been sent to your program. **Please respond within 2 business days so we may process the budget modification.**

2. Patient Navigation Training

- **Patient Navigation Overview Presentation** (See attachment 1- Power Point)
- **Program Experiences with Patient Navigation**
 - Somerset County
 - Allegany County
- **Questions and Answers**
- **Patient Navigation Toolkit**
 - Patient Navigation Guidance and Flow chart (See attachment 2)
 - Patient Navigation FAQ and Scenarios – Updated (See attachment 3)
 - Patient Navigation Provider Letter Template (See attachment 4)
 - Patient Navigation Patient Letter Template (See attachment 5)
 - Patient Navigation Provider Memo Template (See attachment 6)
- **Questions and Answers**
- **Important dates**
 - CDB Training: April 20
 - Regional Recall Trainings: April 28, April 29, and May 5th

Future monthly teleconferences are scheduled for the third Wednesday, 10:00 a.m. to 12:00 noon, unless advised otherwise, of each month in 2015 calendar year:
May 20, June 17, July 15, and August 19.

For information on other Center for Cancer Prevention and Control Programs, please see contact list below.

Breast and Cervical Cancer Program and Colorectal Cancer Control Program:

Dawn Henninger – 410-767-5141, Dawn.Henninger@Maryland.gov

Breast and Cervical Cancer Diagnosis and Treatment Program:

Jackie Richter – 410-767-5738, Jackie.Richter@Maryland.gov

Maryland Cancer Fund:

Sandra Buie-Gregory – 410-767-6213, Sandra.Buie-Gregory@Maryland.gov

Maryland Cancer Registry:

Kimberly Stern – 410-767-5521, Kimberly.Stern@Maryland.gov

Maryland Comprehensive Cancer Control Program:

Meredith Truss -410-767-5641 or Meredith.Truss@Maryland.gov